

Project Execution Plan (PEP) Outline

1.0 Project Introduction/Overview

- 1.1 Project Objective
- 1.2 Project Organization
- 1.3 Technical and Regulatory Approach

2.0 Project Baseline

- 2.1 Project Technical Scope
 - 2.1.1 Project Technical Scope of Work Statement
 - 2.1.2 Technical Objectives
 - 2.1.2 Project Deliverables
 - 2.1.3 Project Constraints and Assumptions
 - 2.1.4 WBS-Work Breakdown Structure and WBS Dictionary
- 2.2 Project Schedule
 - 2.2.1 Schedule Bar Chart or Network Diagram
 - 2.2.2 Summary Schedule and supporting detail
 - 2.2.3 Project Milestones and Critical Decision Milestones
 - 2.2.4 Project Critical Path
- 2.3 Project Cost Plan
 - 2.3.1 Resource Requirements
 - 2.3.2 Basis of Cost Estimate
 - 2.3.3 Time-Phased Budgeting
 - 2.3.4 Funding Profile
 - 2.3.5 Commitment Profile
 - 2.3.6 Detailed Cost Backup
- 2.4 Project Risk Plan (Use RMP exhibit for major systems projects)
 - 2.4.1 Project Risk Management Process
 - 2.4.2 Risk Identification Approach
 - 2.4.3 Risk Quantification Approach
 - 2.4.4 Risk Mitigation Approach

3.0 Procurement Management Plan

- 3.1 Procurement Strategy
- 3.2 Contractor Management Plan
- 3.3 Contractor Reporting Requirements

4.0 Performance Management System (Use EVMS exhibit for major systems)

- 4.1 Earned Value Management Process/Approach
- 4.2 Performance Measurement Techniques
- 4.3 Reporting/Variance Analysis/Corrective Action

5.0 Baseline Change Control

- 5.1 Baseline Change Control Process
- 5.2 Change Control Approval Thresholds
- 5.3 Performance Deviation Change Approval levels
- 5.4 Configuration Management

- 5.5 Configuration Control Board
- 5.6 Document Control

6.0 Integrated Safety, Environmental, Quality, and Safeguards and Security

- 6.1 Integrated Safety Management System
- 6.2 Requirements and Responsibilities
- 6.3 Construction and Industrial Safety
- 6.4 Regulatory Compliance
- 6.5 Quality Management Plan
- 6.6 Safeguards and Security

7.0 Communications Management Plan

- 7.1 Objectives
- 7.2 Identify Stakeholders
- 7.3 Community Involvement Plan (If needed)
- 7.4 Communications Plan
- 7.5 Reporting Requirements
 - 7.5.1 Quarterly Reports
 - 7.5.2 Monthly Reports
- 7.6 Review Requirements
 - 7.6.1 Independent Reviews
 - 7.6.2 Quarterly Reviews
 - 7.6.3 Monthly Reviews
 - 7.6.4 Technical Reviews
 - 7.6.5 Operational Readiness Review

8.0 Project Closeout Plan

- 8.1 Operational Capability
- 8.2 Close out Documentation
- 8.3 Lessons Learned

9.0 Other Project Specific Planning (e.g., Regulatory, Training, Waste, Surveillance and Maintenance)